

Board of Industrial Insurance Appeals Sustainability Plan Update 2005

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Sustainability Policy Statement:

The Board of Industrial Insurance Appeals is committed to fulfilling its responsibilities under Executive Order 05-01, and will strive to model the principles of sustainability in its operations, procurement, and facilities. We have reviewed business practices to determine if they are a threat to the economic health and social vitality of our state. We will continue to support long range planning for future generations, understanding that sustainability involves continuous learning and improvement.

Long Range Goals:

- Institutionalize sustainability as an agency value
- Raise employee awareness of sustainability in the workplace
- Continue to minimize energy and water use
- Raise awareness and purchase of recycled and remanufactured materials

Progress on Objectives for Biennial Plan:

- Institutionalize sustainability as an agency value.
Encourage management and employee accountability and recognition of successful sustainability projects.
Progress: We have added the sustainability report to our management meetings and have used results to assist in our agency self-assessment efforts. Our plan and updates are published on the agency intranet and all staff are encouraged to review our plan. We have had management staff and line staff purchase hybrid vehicles for personal use.
- Raise employee awareness of sustainability in the workplace.
Develop employee outreach, training and resources plan

Progress: We have continued our efforts to make employees aware of sustainability through employee newsletter articles. We have also advertised community events related to sustainability.

- Continue to minimize energy and water use.
Continue to track energy and water use from monthly invoices to determine year over year reductions. Identify areas where more savings can be realized.

Progress: While we did decrease our water use over the past year by 19%, we were not successful in reducing our energy and natural gas consumption. We have made more adjustments to our HVAC system in our headquarters building in Olympia.

We have been dealing with the issues of technology security, employee production and energy conservation. We have tried to accommodate all of the issues and have hopefully found a balance. The issue was the need for our PC's to left on all the time for automatic software updates during off hours so we allow the hibernate mode to take affect instead of powering the machines off every night.

Challenge: As Olympia headquarters is our largest facility, we will be looking toward more energy saving alternatives. We will explore solar power, new window blinds, and censored overhead lighting options as part of our lease renewal.

- Raise awareness and purchase of recycled and remanufactured materials.
Decrease paper usage in the office, and find new ways for staff to reduce, reuse, and recycle different items.

Progress: We have instituted recycling of batteries and fluorescent light bulbs. We continue to use Surplus Property to handle reusable items. During our Seattle office remodel, we were able to use Surplus Property to handle all of our used furnishings and sending nothing to the land fill.

Communication and Education:

- Sustainability issues will be included in employee publications and posted on the intranet site.
- Employees will be informed of the Sustainability Plan and asked for their feedback and ideas.
- E-mail will be used to solicit ideas from staff.
- Education materials will be shared by e-mail or posted on the Intranet site.

Progress: Our agency newsletter has been used to inform employees of our sustainability goals and areas both at work and home of sustainable opportunities.

Revision to Goals and Objectives:

Our long term goals are still in place; however our objectives for the plan period will change to reflect our opportunity in our Olympia facility lease renewal process.

Objectives:

- Explore solar power to offset dependence on electric and natural gas.
- Consider sensors on individual room lighting to reduce use of electricity when rooms are not occupied.
- Explore addition of sun shades on Southern facing windows to cut down the need for cooling in the Olympia facility.
- Continue to inform staff of the need to reduce waste and to recycle where possible.